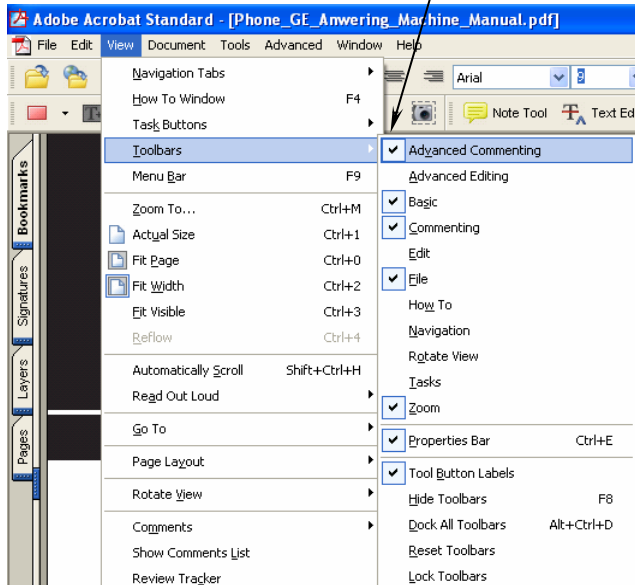
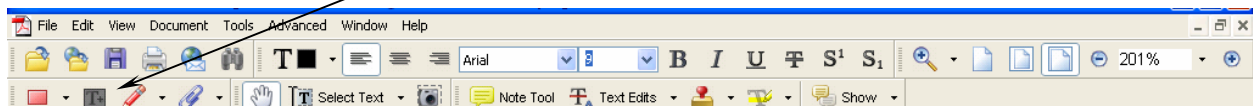


Creating and Formatting Text Boxes in Adobe Acrobat

Go to “View,” “Toolbars,” and select “Advanced Commenting” (if selected, a checkmark appears next to it in the “Toolbars” menu).



The "Text Box Tool" icon  appears somewhere on the toolbar.



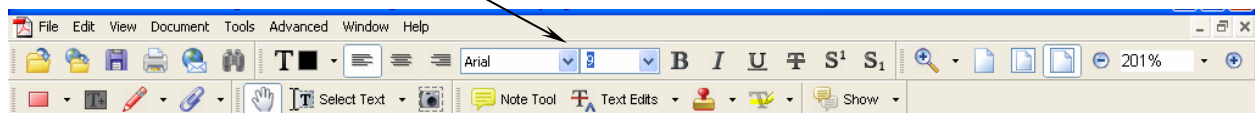
Click on "Text Box Tool" icon. Go to the location in the document where you'd like to create a text box. Left-click mouse (cursor will appear) and start typing.

To change fonts within a text box, place cursor within text string in the text box, go to “View,” “Toolbars,” “Properties Bar.”

Highlight text.

Sample

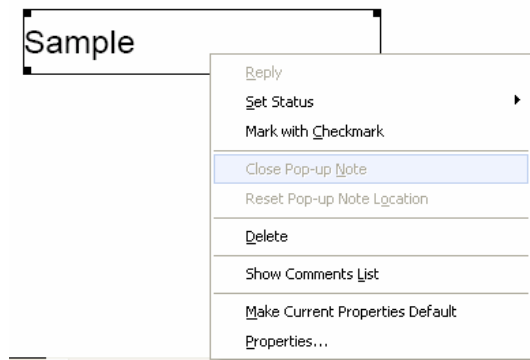
Select font and font size from toolbar.



To edit box appearance (border, shading, etc.), make sure text within text box is unselected, select entire text box,



right-click mouse, select Properties from the drop down menu that appears.



“Text Box Properties” appears for editing text box.

